

ROUTING AND RECORD SHEET



SUBJECT: (Optional)
 Restoration of Annual Leave

FROM: George W. Owens
 Director of Personnel

EXTENSION

NO.

DATE

19 JUL 1989

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Deputy Director for Administration
 7D24, OHB
 25 JUL 1989

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27 JUL 1989

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25 AUG 1989

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OP-89-0478

JUL 19 1989

MEMORANDUM FOR: Deputy Director for Administration

VIA: Associate Deputy for Administration

FROM: George W. Owens
Director of Personnel

SUBJECT: Restoration of Annual Leave

1. This memorandum is to advise you of actions the Office of Personnel will take to correct misconceptions about the policy for the restoration of annual leave. These actions will not result in any change in policy but should correct errors in the administration of leave.

2. In 1973 Public Law 93-181 was passed to permit the restoration of annual leave lost by government employees due to an exigency of the public business, administrative error, or illness which prevented the rescheduling of annual leave. The intent of the law was to protect employees who might otherwise forfeit leave when leave had to be cancelled and there was insufficient time left in the leave year to reschedule it. The law is very specific in requiring leave to be requested and approved in writing and also in requiring that the leave be cancelled by an exigency declared in writing by a senior official. Originally the authority to declare an exigency rested with the Deputy Directors. In 1985, the Deputy Director of Central Intelligence delegated that authority to the Operating Officials, the lowest level allowed by the Office of Personnel Management. Under the law, an administrative error occurs when a supervisor does not work with an employee to reschedule leave that cannot be approved or when a supervisor cancels leave but does not follow the procedures to have an exigency declared.

3. In recent years, the number of cases of administrative errors has reached a point that indicates it is time to remind supervisors about their responsibilities in managing annual leave. For example, for the 1988 leave year there were 8,475 hours of leave for 122 employees which had to be restored due to the incorrect declaration of an exigency or other administrative errors in scheduling and cancelling leave. Only 10 employees in five offices properly had their leave cancelled by Operating Officials. It also appears, from the claims submitted to restore

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leave, that some supervisors have the misconception that leave can be restored if it is merely inconvenient for leave to be approved for an employee. Senior managers are probably not aware of these errors since the requests to restore annual leave are prepared by the employees, after the leave has been forfeited, and do not go through the supervisors or Operating Officials.

4. To correct this situation, I plan to have the component personnel officers brief their office's supervisors on the responsibilities of leave management and especially on the proper steps to take in disapproving or cancelling leave. Such briefings also will give supervisors an opportunity to discuss any questions they have on managing the various types of leave we have. Finally, the form to be used in requesting restoration of leave for 1989 will be routed through the Operating Official enroute to the Office of Personnel. This will help establish accountability for the misuse of an authority which rests only with Operating Officials.

5. I am confident these steps will help supervisors by giving them the information they need to properly administer leave within their offices. This should ultimately result in a reduction in the number of restoration cases caused by administrative errors.

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